

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
TEACHER, STATE HOSPITALS (LEARNING HANDICAPPED, MENTALLY
DISABLED)**

Approved by Program Director: Virginia Cunningham
Signature: *Virginia Cunningham P.D.*

Date Approved:

08/11/2021

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under direction of the Program Assistant in Central Program Services, assist patients of state hospitals to prepare to become productive and contributing members of society by training them in physical, social, intellectual, and vocational functioning; apply Trauma Informed Care principles fostering a learning environment; to provide both individual and group instruction; to participate as members of an interdisciplinary treatment team; and to play an integral role in the total rehabilitation process as well as teaching the skills which will enable the patient to seek educational opportunities.

40% Plan, assign, and supervise the work of patients enrolled in the Special Education Program (SEP) and Adult Basic Education (ABE) Program. Prepare courses of study and daily lesson plans. Conduct review of newly admitted patients for academic needs, identify patients eligible for special education and related services, and periodic testing on classroom subjects including preparatory High School Equivalency (HSET) assessment testing and post-secondary schooling. Maintain classroom structure, ensuring accountability and an environment conducive toward teaching and learning. Provide timely, meaningful feedback and counseling to students regarding progress in the instructional program.

40% Maintain patients' schoolwork portfolios, records, and files. Assist with the HSET program. Participate in program evaluation of services according to Quality and Performance Improvement standards. Follow the Fresno County Superintendent of Schools course outlines for high school credits in an Individualized Education Plan (IEP) certificate of completion or graduation plan. Attend IEP meetings, perform academic assessments for IEPs and complete IEP quarterly notes for eligible patients. Evaluate high school transcripts for IEP patients entering school programs. Complete Wellness and Recovery Model Support System (WaRMSS), Academic Progress Notes and other required documentation. Encourage and support patient involvement in setting goals and meeting educational needs. Make recommendations based on the patients' needs to the appropriate service.

- 15%** Participate in group-oriented treatment programs and extracurricular programs if deemed appropriate and necessary. Work with Vocational Education Services and/or Interdisciplinary Treatment Teams in the educational, vocational, psychiatric, and casework areas as needed. Provide information of an educational nature to help other members of the teams to better determine each patient's unique treatment needs. Monitor hospital admission and discharge notices. Attend Vocational Services, Program and Facility Meetings as scheduled. Attend required educational and hospital mandatory training to further professional development.
- 5%** Attend required educational and hospital mandatory trainings to continue educational development. Participate in search and seizure. Maintain and order equipment and supplies used or consumed as part of the educational process.

2. SUPERVISING RECEIVED:

Program Assistant

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Principles and methods of teaching; principles of educational psychology as applied to their teaching; current trends in educational methods; remedial teaching techniques and adapting instruction to student deficiencies; and emotional problems of students at State Hospitals.

ABILITY TO: Provide leadership and motivation to institutional students, teach and supervise these individuals; work effectively with other disciplines; gain the interest, respect, and cooperation of students; develop socially acceptable attitudes in students; communicate effectively; and analyze situations accurately and take effective action.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from

symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Knowledge and ability to provide instruction in the vocational environment. "The employee demonstrates professional interaction with patients and maintains therapeutic boundaries."

- **TEAM MEMBERSHIP**

Demonstrate the ability to provide constructive team input based on direct observation of behavior and to interact professionally with all individuals and co-workers in the development and delivery of recovery oriented services.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Demonstrate skills in: (1) assessment of patients (2) operation and maintenance of equipment, (3) maintain environmental and safety standards.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**

Training Category – 1 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date